STATE OF MISSOURI
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF CAREER EDUCATION
P.O. Box 480, Jefferson City, Missouri 65102-0480
Phone: (573) 751-2660 • Fax: (573) 526-4261

APPLICATION FOR APPROVAL OF CAREER EDUCATION PROGRAMS

PLEASE RETURN COMPLETED FORM TO THE APPROPRIATE PROGRAM DIRECTOR.

DISTRICT INFORMATION

NAME OF SCHOOL DISTRICT (Local Education Agency or LEA)	COUNTY-DISTRICT CODE

STREET ADDRESS

CITY	STATE	ZIP CODE

LEA CONTACT PERSON	TITLE

E-MAIL ADDRESS	TELEPHONE NO. ( ) FAX NO. ( )

Program Type:
☐ New Program (program is new to a building regardless of whether or not it is running in another building within the district)

Is this program replacing another one? If so, the name of the program being replaced is _____,

☐ Expansion (adding an instructor to a program in the same building)

Level: ☐ Secondary (04) ☐ Postsecondary (07) ☐ Adult (10) (See item 11 on page 2)

Program Area:
☐ Agricultural Education (01)   ☐ Health Sciences (05)
☐ Business Education (02)   ☐ Family and Consumer Sciences (06)
☐ Cooperative Education (03)   ☐ Occupational Family and Consumer Sciences (07)
☐ Marketing Education (04)   ☐ Trade and Industrial Education (08)

SCHOOL YEAR

Program Title	Course Code	CIP Code	No. of hours per year	Name and number of building where program will be located

ASSURANCES

PROGRAM APPROVAL AND FUNDING, IF APPLICABLE, IS CONTINGENT UPON COMPLIANCE WITH THE FOLLOWING ASSURANCES:

1. The program will have and continue to operate an advisory committee consisting of appropriate business, industry, school administrator, parent, and student members.

2. The program will report state-required performance measurement data, if applicable.

3. The program will comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Individuals with Disabilities Education Act Amendments of 1997.

4. The program teacher of record will have appropriate certification/licensure which corresponds to how data is reported to Core Data.

5. Facilities and equipment are safe, adequate, and appropriate to meet program goals and content standards.

6. Articulation/dual credit agreements will be implemented with the appropriate postsecondary institution within one year of program startup.

7. The appropriate career and technical student organization will be affiliated at the national level.

8. A fully-aligned, competency-based curriculum will be developed prior to beginning instruction.

9. State program standards will be met.

LEA CONTACT PERSON SIGNATURE	DATE

PLEASE SEE ADDITIONAL REQUIREMENTS ON PAGE 2.

PLEASE PROVIDE THE FOLLOWING INFORMATION IN A SEPARATE DOCUMENT.

1. Provide the rationale for the program/course. Include results of community-based assessments, student interest survey data, advisory committee recommendations, and needs identified by business and industry/employment outlook.

2. List the program goals and objectives in measurable terms.

3. Provide a topical outline of major units of instruction in the proposed program/course.

4. Identify program instructional contact hours, course sequence, and grade levels (if applicable).

5. Identify major methods of instructional delivery (laboratory, classroom, project-based, problem-based, etc.).

6. Identify the Career and Technical Student Organization and describe how it will be used to support curriculum, instruction, and assessment.

7. Identify postsecondary partners and/or business/apprenticeship partners. Provide a brief summary of possible postsecondary articulation agreements/dual credit agreements and/or partnership agreements that will be put in place once program/course is operational.

8. Identify and describe opportunities for assisting students in transitions to the workplace or continued education through such activities as experiential education, cooperative education, internships, apprenticeships, job shadowing, and job placement.

9. Identify the assessment plan to measure student progress including competency achievement.

10. Identify the plan for evaluating the effectiveness of the program, including evaluation instrument(s) used, methods of evaluation, and how results will be used for program improvement. For secondary level programs, identify the process for including program improvements in the overall district Comprehensive School Improvement Plan (CSIP).

11. Identify the number of weeks and clock hours if the adult program is to be eligible for Title IV (Student Financial Aid).

NOTE

- Requests for new program approval must address Items 1-10 above.
- Requests for program expansion (adding additional instructor time to an already existing approved program in the same building) must address Item 1 and any other items listed above that will change as a result of adding additional instructor time.
- Curriculum must be more advanced for an adult student to be eligible for financial aid.

TECHNICAL ASSISTANCE

For assistance in program development or implementation, contact the appropriate DESE section.

- Agricultural Education   573-751-3544
- Business Education   573-751-3484
- Family and Consumer Sciences   573-751-2644
- Health Sciences   573-522-5811
- Marketing and Cooperative Education   573-751-4367
- Trade and Industrial Education   573-751-2584

FOR DEPARTMENT USE ONLY

DATE APPROVED	DATE TABLED	DATE DISAPPROVED